



Senior Director of Advancement
Minneapolis Downtown Council
Minneapolis Downtown Improvement District
Salary range - \$115,000-\$125,000

ORGANIZATION SUMMARY:

The mpls downtown council (mdc) is a 501 (c) 6 organization with the mission to create an extraordinary downtown through leadership, collaboration, advocacy, and innovation. Founded in 1955, mdc is one of the most historic central business district associations in the nation and currently has 390 downtown-area organizations in its membership. The mdc's collaborative development of Intersections: Downtown 2025 Plan was designed to help downtown businesses; community leaders and citizens build on downtown assets and implement future goals. It advances downtown's community and economic development, aligns downtown partners around key priorities, and produces cherished Mpls events such as the Aquatennial and Holidazzle.

The Minneapolis Downtown Improvement District (MDID) is a 501 (c) 6 corporation (formed January 2009) that implements services and programs in a 120+ block area of Downtown Minneapolis. The mission of the MDID is to preserve and enhance a vital and attractive Downtown Minneapolis for the people who invest, work, shop, visit and live here. It fulfills this mission by delivering high levels of service to make downtown greener, cleaner, safer and more vibrant. The MDID is a wholly controlled subsidiary of mdc.

The mdc and MDID are equal employment opportunity employers and do not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation, marital, family, or veteran status, or any other status or condition protected by applicable state or federal laws. The mdc and MDID are committed to recruiting and hiring qualified individuals without regard to protected status and encourage minorities, women, individuals with disabilities, and veterans to apply for open positions.

POSITION SUMMARY:

The Senior Director of Advancement is responsible for the development and implementation of a comprehensive funding strategy that will involve positioning the organizations in a manner to secure new channels and audiences for funding. This will entail identifying and pursuing emerging development opportunities to increase member and donor engagement and promote our organization's mission by cultivating, soliciting, and stewarding relationships. As a member of the MDC-DID senior leadership team, their expertise in fundraising and relationship development will be an integral part of devising shared strategies, goals, and priorities between the organizations. This role will be increasingly important as our organizations move towards implementation of the 2035 Plan, which will require careful consideration of how to resources emerging priorities and galvanize our community around a shared vision.

Reports to the Chief Executive Office and oversees one to three staff members.

SPECIFIC AREAS OF RESPONSIBILITY (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions):

1. Leadership of the advancement program for our organizations, including management of its personnel.
2. Direct the cultivation, recruitment, and retention of MDC membership.
3. Administer and solicit contributions to major fundraising campaigns.
4. Cultivate relationships with existing and potential donors and members through face-to-face meetings and presentations.
5. Grant writing and relationship development with philanthropic organizations.
6. Budget planning for fundraising campaigns and initiatives. Plan and organize campaign cultivation events.
7. Collaborate with senior leadership on alignment of mission, programs, and development strategies.
8. Maintain records, monitor progress, and develop reports analyzing fundraising efforts vs. performance goals.
9. Identify and implement new fundraising opportunities.
10. Participate in long-range resource development planning (including fundraising campaigns and objectives).
11. Research and forecast overall fundraising trends.
12. Conform with and abide by all regulations, policies, work procedures and instructions.
13. Ad-hoc tasks as assigned.

QUALIFICATIONS

1. Bachelor's degree in relevant field.
2. 10 years of hands-on experience in related fields.
3. Evidence of entrepreneurial approach to development and fundraising
4. Proven experience in cross functional collaboration.

CORE COMPETENCIES

1. Excellent managerial skills - both "soft" and technical
2. Project management skills- Leading teams through Financial and Strategic initiatives
3. Experience managing direct reports
4. Demonstrated analytical critical thinking and problem-solving skills
5. Ability to manage multiple projects and respond to changing needs
6. Committed to a high degree of customer service
7. Solid organizational skills
8. Ability to produce reports and analysis on deadline
9. Ability to work independently and within a team environment
10. Effective written and oral communication skills including public speaking
11. Proficient in MS Office 365 applications particularly Excel, Word, and PowerPoint

12. Experience with Salesforce CRM solution a plus.
13. Excellent customer service, human relations
14. and interpersonal skills
15. Interpersonal influence – values and nurtures relationships, effectively represents the organizations in external and internal matters and relates comfortably and effectively to management

SUPERVISORY RESPONSIBILITY

This position is responsible for managing anywhere from one to three direct reports.

WORK ENVIRONMENT

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets etc.

PHYSICAL DEMANDS

This is largely a sedentary role; however, there are some physical requirements common in an office environment. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m., with a hybrid schedule (mostly in-office). Evening and weekend work may be required as job duties demand. Note that there is a cyclical nature to the events portion of the business with two large events that may require extra hours or weekends in July and December.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TO APPLY

Please email a cover letter, resume and 3 references to hr@mplsdowntown.com